

# **PROCEDURES MANUAL:**

**...REZONING APPLICATIONS**  
**...SPECIAL EXCEPTION APPLICATIONS**



**DEPARTMENT OF PLANNING,  
ZONING AND DEVELOPMENT**  
**703-771-2765**

**MARCH 2006**

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## **2006 LEESBURG REZONING & SPECIAL EXCEPTION PROCESS**

### **To be implemented with the Rezoning and Special Exception Schedule 2006**

Please read these instructions carefully since the rezoning and special exception process is substantially different from the previous procedure applied by the town. The goal is to establish a process whereby applications are more in compliance with town ordinances and planning goals when accepted to save applicants a great deal of time in the review process and limit the number of resubmissions. The Planning, Zoning and Development Department is located at 25 W. Market Street on the second floor of Town Hall.

Below is a brief description of the process an application will follow as it tracks in accordance with the new schedule. *This schedule and a flow chart are attached for your reference.* Note that all section references are to the Town of Leesburg Zoning Ordinance unless stated otherwise (available online @ [www.leesburgva.gov/services/planning](http://www.leesburgva.gov/services/planning)).

- Pre-application Meeting. A pre-application meeting is required with staff prior to submission of any Rezoning (§3.3.4) or Special Exception (§3.4.3) application. The meeting time will be set by appointment. Staff will provide a checklist of topics to be discussed at the meeting (see attached procedures manual).
- Application Submission Deadline. The application deadline is always the 1<sup>st</sup> of the month, or the first working Monday if the 1<sup>st</sup> of the month falls over a weekend. For example, in order to get on the review cycle that begins on February 1, 2005, the application must be submitted before or on February 1<sup>st</sup>. If not, it will come under the cycle that begins on March 3, 2005. See attached schedule.
- Official Application Acceptance/Rejection. An application will be officially accepted or rejected within 10 business days (excluding the submission day per §1.8.4). During this 10 day review period there is an internal review to determine if the submittal contains minimum application materials and contents required for official acceptance (§3.3.5 & §3.3.6 for rezonings and §3.4.4 & §3.4.6 for special exceptions). If an application is determined to be incomplete the applicant will be notified in writing by staff. A rejected application will not track with the cycle it was originally submitted under. For example, an application submitted before February 1, 2005 and officially rejected on February 15, 2005 but

resubmitted and accepted on February 26, 2005 will track under the March 3, 2005 cycle.

- If a Town Plan Amendment is required with the rezoning and/or special exception request, then the applicant must also apply for the Amendment at the same time as the rezoning. The rezoning application will not be accepted for review if it is found to be in non-compliance with the 2005 Town Plan.
- If a Special Exception is required with a proposed rezoning request, then the applicant must wait to apply for special exception approval until after the Planning Commission makes a recommendation to Town Council on the rezoning application.
- Procedure upon Official Acceptance: On the day an application is officially accepted as a completed application the assigned Project Planner will send (1) a notification letter to applicant which explains which cycle the application will be tracked under, and (2) the plans will be distributed to all appropriate referral agencies for review and comment. These plans are considered as the "first submission" under the schedule. These plans may be forwarded to the following agencies depending on application content:

#### Internal(Town) Agencies

Board of Architectural Review (Preservation Planner)  
Comprehensive Planning (Chief)  
Current Planning (Chief)  
Economic Development (Director)  
Engineering (Chief of Plan Review)  
Parks & Recreation (Director)  
Police Department (Chief of Police)  
Town Attorney  
Traffic Engineer  
Utilities (Assistant Director or Engineer)  
Zoning Administrator

#### External Agencies

Loudoun County Fire & Rescue Services  
Loudoun County Health Department  
Loudoun County Planning Department  
Loudoun County School Board  
Northern Virginia Regional Park Authority  
Virginia Department of Transportation (VDOT)

- First Submission Comments. Agencies and the Project Planner have four weeks (28 calendar days) from the Acceptance Determination Deadline date to comment on the application. The Project Planner will then collect all referral agency comments.
- Staff Review Committee Meeting. On the 28<sup>th</sup> calendar day, the internal staff review committee will meet to discuss the referral comments and the Project Planner will then transmit the comments with his own to the applicant.
- First Submission Applicant Meeting. The Project Planner will arrange a meeting with the applicant no later than 1 week after the first submission comments are transmitted to the applicant. Staff and applicant will use this meeting to discuss the comments and appropriate revisions, and to determine if a second submission is necessary.
- Second Submission. Where significant staff comments remain unaddressed from the first submission, applicant shall submit revised plans within four weeks (28 calendar days) from the First Submission Applicant Meeting. These plans are considered the "second submission" under the schedule. Should the applicant take longer than 28 calendar days for resubmission, the application will no longer be tracking under the original time schedule. If this occurs, the application will be re-scheduled into the next application cycle. For example, if the applicant resubmits plans on June 15 instead of June 7, 2006 it will be processed in the next month's cycle.
- Board of Architectural (B.A.R.) Review. When the project lies within the H-1 Old and Historic Overlay Corridor or the H-2 Historic Corridor Architectural Control Overlay District, the B.A.R. must review architectural elevations, sign plans, landscaping and other site issues. At the time of second submission, an application to the B.A.R. must also accompany the submittal documents if applicable.
- Second Submission Comments. The Project Planner will distribute the second submission upon receipt. Agencies and the Project Planner will have four weeks (28 calendar days) from the resubmission date to comment on the second submission plans. The Project Planner will then collect all referral agency comments and transmit them with his own comments to the applicant.

- Planning Commission Public Hearing Date Set. The Planning Commission public hearing will occur according to the attached schedule (approximately 3 weeks after second submission comments are transmitted to applicant). Planning Commission business meetings are held on the 1<sup>st</sup> Thursday of each month. The Planning Commission also meets on the 3<sup>rd</sup> Thursday of each month, however, these are reserved for work sessions of selected items.
- Planning Commission Public Hearing Ad. The Project Planner will transmit the required newspaper advertisement to the Leesburg Today on the date the Planning Commission packet is distributed. The notice shall appear at least once a week for two (2) successive weeks and with the second advertisement no more than twenty-one (21) calendar days and no fewer than six (6) calendar days prior to the public hearing.
- Planning Commission Public Hearing- Property Posting. Applicant must post notice of the public hearing on the subject property at least 15 Calendar days prior to the public hearing (§3.1.9.B).
- Planning Commission Public Hearing – Written Notice. Applicant shall send adjacent property owners written notice at least 10 calendar days before the public hearing. See §3.1.9 for the specific requirements and other responsibilities of applicant in regard to demonstrating proper notice.
- Staff Report Preparation. Once the second submission comments have been sent to the Applicant, Staff will begin to assemble and prepare the official Staff Report for the project. The Staff Report will be available to the Applicant the Friday prior to the scheduled Planning Commission Public Hearing. The staff will not accept further information or revisions at this time. If it is necessary to submit revised or additional data, it will only be permitted and processed via a third submission.
- Applicant Certification of Notice. Five (5) calendar days prior to the public hearing the applicant will provide verification to the town that written notice was mailed by certified mail and that the sign was posted on the property as required under §3.1.9.7
- Materials Submission. The Planning Commission will not consider any material given to them unless it was submitted two weeks prior to their scheduled meeting. Applicants must submit any materials directly to staff for distribution to the Commission.

- Planning Commission Consent Agenda. The Commission may place an application on its consent agenda if staff is recommending approval and the applicant is in agreement with any conditions of approval placed on the application.
- Planning Commission Public Hearing. The Planning Commission Public Hearing will be held on the first Thursday of the month. The applicant presents their case first and is limited to 15 minutes. If the applicant is using an electronic presentation, they must submit this presentation to the Planning Commission Secretary prior to 3:00pm the day of the meeting. A minimum of ten copies of any handouts must be provided. Afterwards, the Project Planner will make a presentation explaining staff's recommendation to the Planning Commission. The presentations are followed by citizen questions and comments regarding the case, and then the Commission may ask questions and offer comments.
- Planning Commission Action. The Commission may vote immediately following the public hearing. If the Commission elects to defer their vote, their recommendation to the Town Council regarding the application will occur at its next regular business meeting (the 1<sup>st</sup> Thursday of the following month). As an alternative, the Commission may decide the application needs to proceed through a worksession or continued public hearing. The worksession would be scheduled for the third Thursday of the month (approximately two weeks later) and/or a continuance of the public hearing (if necessary) would be scheduled for the next regular business meeting (the 1<sup>st</sup> Thursday of the following month).
- Planning Commission Possible Actions. The Planning Commission has several potential actions it may take for land development applications that come before it in public hearing. The Commission may approve, approve with conditions or deny an application. Further, the Planning Commission may decide the application needs a minor revision which permits the application to proceed to Town Council with the needed revision or the application may need major revisions which would send the application back to the Acceptance Determination phase of the process.
- Town Council Review. After the vote by Planning Commission, the application is placed on the Town Council agenda for a preview (approximately three weeks later). Town Council meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month.

- Town Council Staff Report. The Project Planner will prepare a staff report for the Town Council which includes the staff recommendation and a description of the Planning Commission discussion and recommendation. This report will be available to applicant at 4:00 p.m. on the Thursday before the Town Council preview meeting held the next Monday
- Town Council Public Hearing Notice. The notice required for a public hearing before the Town Council is exactly the same as that required for the Planning Commission public hearing. Therefore, applicants and staff should repeat the notice requirements set forth above and in §3.1.9.
- Town Council Preview Meeting. The application is listed as a preview item on the Town Councils worksession agenda (see schedule). Neither staff nor applicant needs to attend this meeting. The preview simply informs Council that the application will soon be before them for consideration. A presentation on the case will not be made at this meeting. The Town Council public hearing occurs approximately two (2) weeks after the Preview Meeting.
- Town Council Work Session. At the next Monday work session (see attached schedule) the staff will be present to give a brief summary of the application if desired by Council. The Council may ask questions at this time. Applicant makes no presentation at this meeting but should be available to answer questions.
- Town Council Public Hearing. The public hearing is held the next evening (Tuesday). At the Public Hearing, the application is discussed in detail. The staff presents their case first; the applicant then presents their application and is limited to 15 minutes. If the applicant is using an electronic presentation, they must submit this presentation to the Town Clerk prior to 3:00pm the day of the meeting. A minimum of ten copies of any handouts must be provided. The hearing is then opened for public comment, after which the Council may ask questions or offer comments.
- Town Council Action. The Council typically makes its decision regarding the application at its next regular Tuesday meeting. (Approximately two (2) weeks later).
- Application Closeout. If a rezoning is approved, the applicant will provide the town with digital plans and documents. Upon receipt, the project planner will send the notice of action letter to the applicant. The Project Planner will then send a notice of action letter to the applicant that describes Council's action and with a copy of the Resolution or Ordinance attached.



# Rezoning and Special Exception Review Schedule Scenarios: 2006 Deadlines

Events	Anticipated Dates									
Pre-application Meeting (By Appointment)	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA
<b>Application Deadline</b>	<b>3/1/2006</b>	<b>4/3/2006</b>	<b>5/1/2006</b>	<b>6/5/2006</b>	<b>7/3/2006</b>	<b>8/7/2006</b>	<b>9/5/2006</b>	<b>10/2/2006</b>	<b>11/6/2006</b>	<b>12/4/2006</b>
Transportation Review for Acceptance (5 business days)	3/8/2006	4/10/2006	5/8/2006	6/12/2006	7/10/2006	8/14/2006	9/12/2006	10/10/2006	11/13/2006	12/11/2006
Acceptance Determination (10 business days)	3/15/2006	4/17/2006	5/15/2006	6/19/2006	7/17/2006	8/21/2006	9/19/2006	10/17/2006	11/20/2006	12/18/2006
Application/Plan Distribution - 1st Submission	3/15/2006	4/17/2006	5/15/2006	6/19/2006	7/17/2006	8/21/2006	9/19/2006	10/17/2006	11/20/2006	12/18/2006
Meeting with Applicant & Written Staff Comments (4 weeks)	4/12/2006	5/15/2006	6/12/2006	7/17/2006	8/14/2006	9/18/2006	10/17/2006	11/14/2006	12/18/2006	1/16/2007
Applicant Revision Period (4 weeks)	5/10/2006	6/12/2006	7/10/2006	8/14/2006	9/11/2006	10/16/2006	11/14/2006	12/12/2006	1/16/2007	2/13/2007
Staff Review of 2nd Submission (4 weeks)	6/7/2006	7/10/2006	8/7/2006	9/11/2006	10/10/2006	11/13/2006	12/12/2006	1/9/2007	‡ 2/13/2007	‡ 3/13/2007
Staff Report Available to Applicant	6/30/2006	7/28/2006	9/1/2006	9/29/2006	10/27/2006	12/1/2006	12/29/2006	1/26/2007	3/30/2007	4/27/2007
Planning Commission Agenda Packet Sent	6/30/2006	7/28/2006	9/1/2006	9/29/2006	10/27/2006	12/1/2006	12/29/2006	1/26/2007	3/30/2007	4/27/2007
<b>Planning Commission Public Hearing</b>	<b>7/6/2006</b>	<b>**8/3/2006</b>	<b>9/7/2006</b>	<b>10/5/2006</b>	<b>11/2/2006</b>	<b>12/7/2006</b>	<b>1/4/2007</b>	<b>2/1/2007</b>	<b>4/5/2007</b>	<b>5/3/2007</b>
<b>Planning Commission Vote</b>	<b>**8/3/2006</b>	<b>9/7/2006</b>	<b>10/5/2006</b>	<b>11/2/2006</b>	<b>**12/7/2006</b>	<b>1/4/2007</b>	<b>2/1/2007</b>	<b>3/1/2007</b>	<b>5/3/2007</b>	<b>6/7/2007</b>
Council Agenda Report Available to Applicant	9/8/2006	9/22/2006	10/20/2006	11/24/2006	1/5/2007	1/19/2007	2/23/2007	3/23/2007	5/18/2007	6/22/2007
Town Council Preview	9/11/2006	9/25/2006	10/23/2006	11/27/2006	1/8/2007	1/22/2007	2/26/2007	3/26/2007	5/21/2007	6/25/2007
Town Council Worksession	9/25/2006	10/10/2006	11/13/2006	12/11/2006	1/22/2007	2/12/2007	3/12/2007	4/9/2007	6/11/2007	7/9/2007
<b>Town Council Public Hearing</b>	<b>9/26/2006</b>	<b>10/11/2006</b>	<b>11/14/2006</b>	<b>12/12/2006</b>	<b>1/23/2007</b>	<b>2/13/2007</b>	<b>3/13/2007</b>	<b>4/10/2007</b>	<b>6/12/2007</b>	<b>7/10/2007</b>
<b>Town Council Vote</b>	<b>10/11/2006</b>	<b>10/24/2006</b>	<b>11/28/2006</b>	<b>1/9/2007</b>	<b>2/13/2007</b>	<b>2/27/2007</b>	<b>3/27/2007</b>	<b>4/24/2007</b>	<b>6/26/2007</b>	<b>7/24/2007</b>

## Notes:

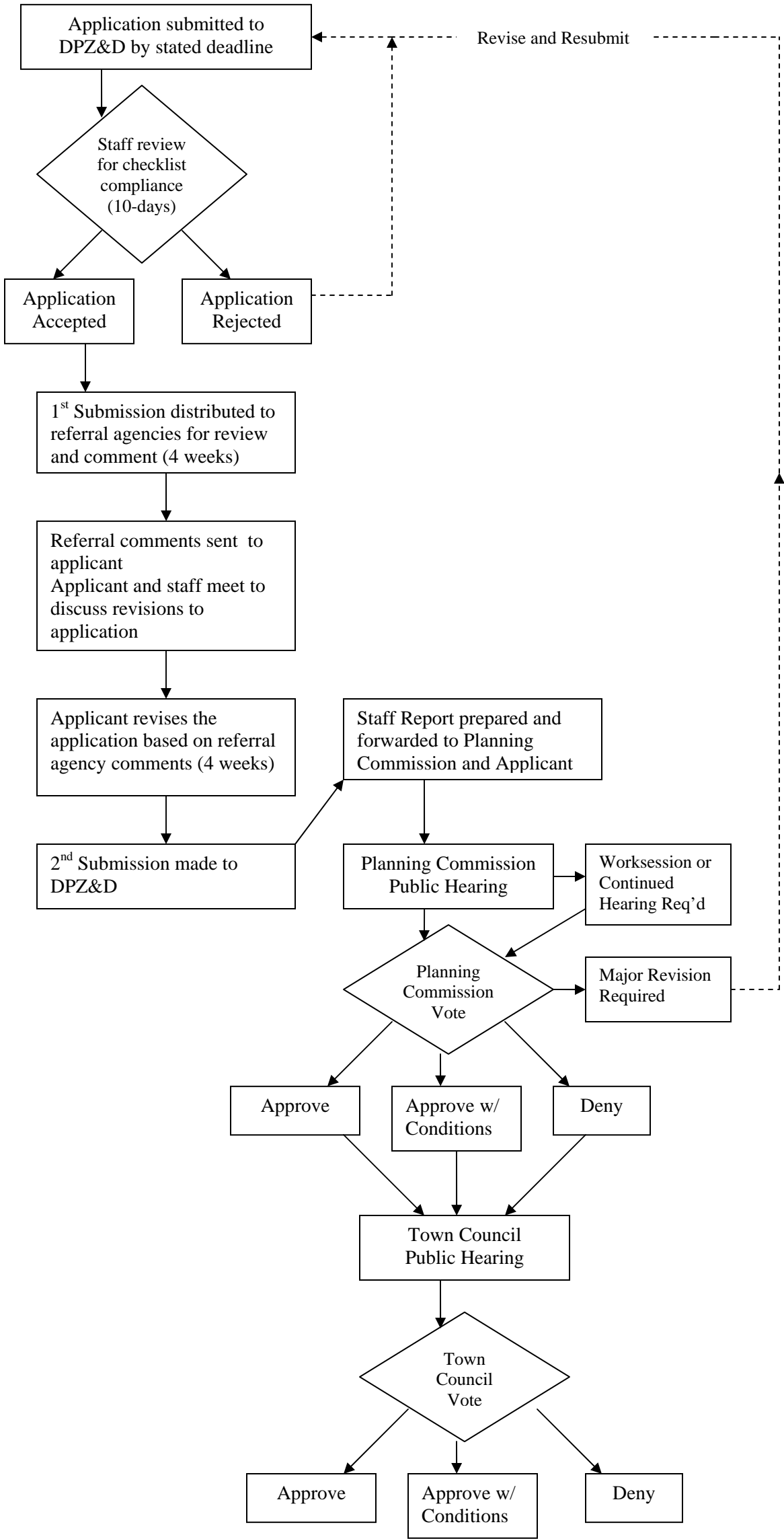
The dates provided under each scenario are based on the assumption that two submissions are necessary. Larger projects may be approved for an alternate schedule based on the complexity of the application.

Planning Commission only holds public hearings and takes action on the 1st meeting of each month.

\*\*Town Council and the Planning Commission only hold their first meetings in August and in December due to vacation/holiday schedules

‡ Because of advertising requirements, this schedule is lengthened when the 2nd submission review is received on this date.

Rezoning/Special Exception Review Process



## SPECIAL EXCEPTIONS APPLICATION CHECKLIST

### Submittal Requirements

A special exception application shall be accompanied by the following items:

- ☐ **Application.** An application on a form provided by the town, completed and signed by the applicant and owner(s) of the property. The applicant shall keep this information current at all times during processing of the application.
- ☐ **Fee.** Associated fee, payable to the Town of Leesburg.
- ☐ **Statement of Compliance.** Written statement with supporting evidence regarding compliance with the Approval Criteria of Sec. 3.4.12 and applicable use standards of Sec. 9.3 if applicable. This statement may be combined with the statement required in Sec. 3.4.6F.
- ☐ **Disclosure Statement.** A disclosure statement of the real parties in interest on a form provided by the town, signed by the applicant and notarized, in accordance with Section 15.2-2289 of the Code of Virginia, 1950, as amended. The applicant shall keep this information current at all times during processing of the application.
- ☐ **Special Exception Plat.** Twenty (20) copies, or other number as determined by the Land Development Official, of a concept plan, drawn to a scale of 1 inch = 100 feet, or a scale agreed to by the town, containing the following information:
  - ☐ Boundaries of the entire property;
  - ☐ Total area of the property in square feet and acres;
  - ☐ Location of all existing and proposed structures, (including but not limited to lighting, signs and buildings);
  - ☐ Location and distance of all off-site structures within fifty (50) feet of the property, (Including but not limited to lighting, signs and buildings);
  - ☐ All required minimum yards and the distances of all existing and proposed structures to the lot lines;
  - ☐ Public right(s) of way, indicating names, route numbers, and width;
  - ☐ Proposed means of ingress and egress to the property from a public street;
  - ☐ Parking spaces, existing and/or proposed, indicating minimum distance from the nearest property line(s);
  - ☐ Where applicable, seating capacity; usable outdoor recreation area, emergency access, fencing, limits of clearing, landscaping and screening, outside lighting, loudspeakers and required and/or proposed improvements to public right(s) of way; and
  - ☐ Existing zoning designation and use of subject and adjacent properties.

**Written statement** describing the proposed use and providing the following information:

- ☐ Type of operation;
- ☐ Hours of operation;

- ☐ Traffic impacts, including the maximum expected trip generation and the distribution of such trips by mode and the time of day based on current Institute of Transportation Engineers (ITE) Manual, internal road network, and connection into the existing transportation network. A traffic study, as described in Article 7 of the Design and Construction Standards Manual, will be required for all applications that contain or are adjacent to roads that carry or are proposed to carry more than 500 vehicle trips per day (VPD); and
- ☐ Impacts on adjacent uses and measures proposed to mitigate such impacts.

### **Waivers/Modifications of Submittal Requirements**

Any submittal requirements that accompany the application, with the exception of the applicable fee, may be waived by the Land Development Official. The applicant must clearly indicate by section and paragraph in the application or in a letter attached to the application, which waiver or modification is requested and provide a justification for each modification/waiver requested. To grant a waiver or modification the Land Development Official must determine that a requirement is not necessary for the full and adequate consideration of the application. The Land Development Official shall set forth in writing the reasons for such determination.

### **Additional Submittal Requirements**

- ☐ Elevations for all new construction or major alterations to existing structures.
- ☐ All documents shall also be submitted in a word format.
- ☐ All plans shall also be submitted in a digital format.

## REZONING APPLICATION CHECKLIST

### 3.3.6 Submittal Requirements

All rezoning applications shall be accompanied by the following items:

- A. ☐ **Application.** An application, on a form provided by the town, completed and signed by the applicant and owner(s) of the property. The applicant shall keep this information current at all times during the processing of the application.
- B. ☐ **Fee.** Associated fee, payable to the Town of Leesburg.
- C. ☐ **Disclosure Statement.** A disclosure statement of the real parties in interest, on a form provided by the town, signed by the applicant and notarized, in accordance with Section 15.2-2289 of Code of Virginia, 1950, as amended. The applicant shall keep this information current at all times during the processing of the application.
- D. ☐ **Concept Plan.** Twenty (20) copies, or other number as determined by the Land Development Official, of a concept plan, drawn to a scale of 1 inch = 100 feet, or a scale agreed to by the town, illustrating the following features:
  - 1. ☐ Insert vicinity map;
  - 2. ☐ Total area of property in square feet and acres;
  - 3. ☐ Tax map parcel or pin number of the subject property;
  - 4. ☐ Topography with 5' contours.
  - 5. ☐ Scale, north arrow and date;
  - 6. ☐ Adjacent owner names, zoning and use;
  - 7. ☐ Vehicular and pedestrian points of access to the property;
  - 8. ☐ Existing utility easements;
  - 9. ☐ Proposed sewer and water connections;
  - 10. ☐ Existing and proposed structures;
  - 11. ☐ Required yards and height and proposed setbacks and height.
  - 12. ☐ Environmental and historic features, including but not limited to sites or structures listed on the National Register of Historic Places or the Virginia Landmarks Register, or in the *Town Plan* Historic Resources element;
  - 13. ☐ Structures within 200 feet of proposed structure or use;
  - 14. ☐ Existing and proposed landscaping, screening and buffering;
  - 15. ☐ Tree save areas, which may include individual trees and groupings; and
  - 16. ☐ Additional information as may be required for a Planned Development under Article 8 or as deemed appropriate by the Land Development Official to provide a comprehensible application given the rezoning proposal.
- E. ☐ **Statement of Justification.** Twenty (20) copies, or other number as determined by the Land Development Official, of a written statement of justification describing:
  - 1. ☐ The nature of the request and uses proposed;
  - 2. ☐ Traffic impacts, including the maximum expected trip generation and the distribution of such trips by mode and the time of day based on current Institute

of Transportation Engineers (ITE) Manual, internal road network, and connection into the existing transportation network. A traffic study, as described in Article 7 of the Design and Construction Standards Manual, will be required for all applications that contain or are adjacent to roads that carry or are proposed to carry more than 500 vehicle trips per day (VPD);

3. ☐ Impacts on adjacent uses and measures proposed to mitigate such impacts;
4. ☐ Area calculations for each use;
5. ☐ Dwelling unit count and mix;
6. ☐ Relationship of the proposal to the *Town Plan*, including but not limited to the Land Use Compatibility policies; *and*
7. ☐ Any proposed variations or modifications of submittal requirements.

F. **Rezoning Plat.** A rezoning plat, signed and sealed by a certified land surveyor, completed not longer than six (6) months in advance of the date of the application, that contains the following information:

1. ☐ Boundaries of the entire property, with bearings and distances of the perimeter property lines and of each existing and proposed zoning district.
2. ☐ Total area of the property and of each existing and proposed zoning district presented in square feet and acres.
3. ☐ Scale and north arrow, with north, to the extent feasible, oriented to the top of the plat.
4. ☐ Location of all existing buildings and structures.
5. ☐ Names and route numbers of all boundary roads or streets, and the width of existing rights-of-way

G. ☐ **Proffers.** If the applicant desires to proffer reasonable conditions along with the rezoning application, either a set of signed proffers or a draft set of proffers shall accompany the application.

H. ☐ **Fiscal Impact Analysis.** A fiscal impact analysis that demonstrates the long-term fiscal benefits and costs to the Town of the proposal.

I. ☐ **Preliminary Grading Plan.** A preliminary grading plan is required for the entire project when slopes exceeding fifteen percent (15%) will be developed.

J. ☐ **Reduced Plat.** An 8.5" × 11" reduction of the concept plan.

### **3.3.7 Request for Waivers/Modifications of Submittal Requirements**

Any submittal requirements that accompany the application (with the exception of the associated fee) may be waived by the Land Development Official. The applicant must clearly indicate by section and paragraph in the application and in a letter attached to the application, which waiver or modification is requested and provide a justification for each modification/waiver requested. To grant a waiver or modification the Land Development Official must determine that a requirement is not necessary for the full and adequate consideration of the application. The Land Development Official shall set forth in writing the reasons for such determination.

### **Additional Submittal Requirements**

- ☐ Elevations for all new construction or major alterations to existing structures.

- ☐ All documents shall also be submitted in a word format.
- ☐ All plans shall also be submitted in a digital format.

**Town of Leesburg**  
**Review and Inspection Fee Schedule**  
 Department of Planning, Zoning and Development

**Subdivision and Land Development Applications**

Preliminary Subdivision Plat	\$2,500.00 plus \$100.00 per lot or division of land																		
Extension of Preliminary Plat Approval	\$200.00 for administrative approval and an additional \$150.00 if Planning Commission action is necessary																		
Final Subdivision Plat/Construction Drawings	<u>1<sup>st</sup> submission</u> \$1,500.00 plus \$100.00 per lot or division of land, plus the amount of public improvements at the following rates: <table> <tr> <th>Type of Public Improvement</th><th>Unit Rate</th></tr> <tr> <td>Storm Sewer</td><td>\$3.75 per linear foot</td></tr> <tr> <td>Water Main</td><td>\$1.75 per linear foot</td></tr> <tr> <td>Curb &amp; Gutter</td><td>\$0.75 per linear foot</td></tr> <tr> <td>Sidewalk</td><td>\$1.35 per linear foot</td></tr> <tr> <td>Sanitary Sewer</td><td>\$2.00 per linear foot</td></tr> <tr> <td>Street</td><td>\$1.20 per linear foot</td></tr> <tr> <td>Overlot Grading</td><td>\$125.00 per lot</td></tr> <tr> <td>Other Major Utility Facilities</td><td>1% of construction costs</td></tr> </table> <u>2<sup>nd</sup> and subsequent submissions (of construction drawings)</u> \$1000.00 per submission	Type of Public Improvement	Unit Rate	Storm Sewer	\$3.75 per linear foot	Water Main	\$1.75 per linear foot	Curb & Gutter	\$0.75 per linear foot	Sidewalk	\$1.35 per linear foot	Sanitary Sewer	\$2.00 per linear foot	Street	\$1.20 per linear foot	Overlot Grading	\$125.00 per lot	Other Major Utility Facilities	1% of construction costs
Type of Public Improvement	Unit Rate																		
Storm Sewer	\$3.75 per linear foot																		
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Sanitary Sewer	\$2.00 per linear foot																		
Street	\$1.20 per linear foot																		
Overlot Grading	\$125.00 per lot																		
Other Major Utility Facilities	1% of construction costs																		
Minor Subdivision Plat	\$1250 Flat Fee																		
Correction Plat	\$500.00 plus \$50.00 per lot																		
Easement Plat	\$500.00																		
Boundary Line Adjustment Plat	\$500.00 for single/\$1,000 for two or more parties																		
Boundary Line Vacation Plat	\$500.00																		
Preliminary Development Plan	<u>1<sup>st</sup> submission</u> \$2,000.00 plus \$100.00 per acre <u>2<sup>nd</sup> and subsequent submissions</u> \$1000.00 per submission																		
Extension of Preliminary Development Plan Approval	\$200.00 for administrative approval and an additional \$150.00 if Planning Commission action is necessary																		
Final Development Plan	<u>1st submission</u> \$3,000.00 plus \$100.00 per acre, plus the amount of public improvements at the following rates: <table> <tr> <th>Type of Public Improvement</th><th>Unit Rate</th></tr> <tr> <td>Storm Sewer</td><td>\$3.75 per linear foot</td></tr> <tr> <td>Water Main</td><td>\$1.75 per linear foot</td></tr> <tr> <td>Curb &amp; Gutter</td><td>\$0.75 per linear foot</td></tr> <tr> <td>Sidewalk</td><td>\$1.35 per linear foot</td></tr> <tr> <td>Sanitary Sewer</td><td>\$2.00 per linear foot</td></tr> <tr> <td>Street</td><td>\$1.20 per linear foot</td></tr> <tr> <td>Overlot Grading</td><td>\$125.00 per lot</td></tr> <tr> <td>Other Major Utility Facilities</td><td>1% of construction costs</td></tr> </table> <u>2<sup>nd</sup> and subsequent submissions</u> \$1000.00 per submission	Type of Public Improvement	Unit Rate	Storm Sewer	\$3.75 per linear foot	Water Main	\$1.75 per linear foot	Curb & Gutter	\$0.75 per linear foot	Sidewalk	\$1.35 per linear foot	Sanitary Sewer	\$2.00 per linear foot	Street	\$1.20 per linear foot	Overlot Grading	\$125.00 per lot	Other Major Utility Facilities	1% of construction costs
Type of Public Improvement	Unit Rate																		
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Sanitary Sewer	\$2.00 per linear foot																		
Street	\$1.20 per linear foot																		
Overlot Grading	\$125.00 per lot																		
Other Major Utility Facilities	1% of construction costs																		
Request for Preliminary/Final Authorization	\$100.00																		



Preliminary/Final Development Plan	1st submission \$5,000.00 plus \$100.00 per acre, plus the amount of public improvements at the following rates: <u>Type of Public Improvement</u> <u>Unit Rate</u> Storm Sewer                                \$3.75 per linear foot Water Main                                 \$1.75 per linear foot Curb & Gutter                             \$0.75 per linear foot Sidewalk                                    \$1.35 per linear foot Sanitary Sewer                            \$2.00 per linear foot Street                                        \$1.20 per linear foot Overlot Grading                          \$125.00 per lot Other Major Utility Facilities    1% of construction costs 2 <sup>nd</sup> and subsequent submissions \$1000.00 per submission
Minor Revisions or Modifications to Approved Development Plans/Construction Drawings	\$200.00 per revised sheet
No Adverse Impact Certification	\$500.00
Public Improvements not submitted as part of a Subdivision Plat or Development Plan	1% of construction costs
Rough Grading Plan	\$200.00 per acre
Floodplain Study	\$1,500.00
Traffic Study	\$1,000.00
Variation Request	\$300.00 per section varied
DCSM Modifications	\$200.00 per section modified
<b>Land Use Applications</b>	
Rezoning	\$5,000.00 plus \$100.00 per acre
Rezoning Concept Plan and Proffer Amendments	\$5,000.00
Proffer Amendments Only	\$2,000.00
Special Exceptions	\$3,000.00 or \$1,000.00 for non-profit uses or \$500.00 for accessory to a dwelling
Town Plan Amendment	\$2,000.00
<b>Zoning Applications &amp; Inspections</b>	
Zoning Permits	\$300.00 New residential construction \$250.00 New non-residential construction \$25.00 per residential addition, alteration, etc. \$50.00 per non-residential addition, alteration, etc. \$10.00 per accessory structure - residential
Historic District Zoning Permit	\$100.00 for new development \$25.00 for alterations and accessory structures \$25.00 per sign
Sign Permits	\$40.00 per sign. \$35.00 per temporary sign
Temporary Use	\$250.00
Variances	\$350.00
Appeals	\$350.00
Special Exceptions/Flood plain, BZA	\$250.00
Zoning Certification Letters	\$60.00
Zoning Re-inspections – Residential – Subdivision – Landscape	\$200.00

Zoning Re-inspections – Commercial – Occupancy	\$250.00
Zoning Re-inspections – Residential – Occupancy	\$20.00
Home Occupation Permit	\$15.00

<b>Publications</b>	
Zoning Ordinance	\$12.00
Town Plan	\$20.00
Subdivision & Land Development Regulations	\$5.00
H-2 Corridor Regulations	\$20.00
Old & Historic District Guidelines	\$10.00
Zoning Map	\$10.00
Old & Historic District Map	\$10.00
Quarterly Development Report	\$5.00
Walking Tour Guidelines	\$5.00

Land Development Review Fee schedule approved on July 9, 2003



Department of Planning, Zoning and Development  
25 West Market Street, P.O. Box 88, Leesburg, VA 20175  
Phone: 703-771-2765 Fax: 703-771-2724 www.leesburgva.gov

LAND DEVELOPMENT APPLICATION

Type of Application (check appropriate box) Date Received (Stamp)

- ☐ No Adverse Impact Certification  
☐ Preliminary Development Plan (PDP)  
☐ Extension of PDP Approval  
☐ Final Development Plan  
☐ Preliminary / Final Development Plan  
☐ Traffic Study  
☐ Capital Improvement Project  
☐ Minor Revisions to Approved Plan
- ☐ Preliminary Subdivision Plat (PSP)  
☐ Construction Drawings  
☐ Extension of PSP Approval.  
☐ Rough Grading Plan  
☐ Final Plat  
☐ Plat of Correction  
☐ Easement Plat  
☐ Boundary Line Adjustment  
☐ Boundary Line Vacation.
- ☐ Floodplain Study  
☐ DCSM Modification  
☐ Variation Request  
☐ Rezoning  
☐ Concept Plan Amendment  
☐ Proffer Amendment  
☐ Town Plan Amendment  
☐ Special Exception  
☐ Commission Permit

Applicant Information (type or print)

Owner(s) \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_ Fax : \_\_\_\_\_

Address: \_\_\_\_\_ Email (optional) \_\_\_\_\_

Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email (optional) \_\_\_\_\_

Consultant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email (optional) \_\_\_\_\_

ESI Member Firm: ☐ YES : ☐ NO

Correspondence to be sent to: ☐ owner; ☐ applicant; ☐ consultant; ☐ other \_\_\_\_\_

Existing Conditions

	Map	xy coord	cell	sublot
Site Acreage: _____	_____	_____	_____	_____
Zoning: _____	_____	_____	_____	_____
Land Use: _____	_____	_____	_____	_____

- Check Appropriate Box
- ☐ within Historic District  
☐ within H-2 Corridor
- ☐ includes 100-year floodplain  
☐ includes wetlands
- ☐ proffered conditions

Project Description

Brief Description: \_\_\_\_\_

Project Name: \_\_\_\_\_

Number of Lots and/or Units : \_\_\_\_\_ Use(s) \_\_\_\_\_

Floor Area (Sq. Ft.): \_\_\_\_\_ Related Applications: \_\_\_\_\_

Signature

I have read this completed application and understand its intent. The information provided is accurate to the best of my knowledge. I understand that the Town of Leesburg may deny, approve, or approve with conditions this application. Furthermore, I grant permission to members of the Town of Leesburg staff and their agents to enter the subject property and conduct investigations necessary to evaluate this application.

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt and Acceptance

Fee Received: \_\_\_\_\_ / \_\_\_\_\_  
Amount Date

Application Accepted: \_\_\_\_\_ / \_\_\_\_\_  
Date Initials



Department of Planning, Zoning and Development  
25 West Market Street, PO Box 88, Leesburg Virginia 20178  
(703) 771-2765 / Fax (703) 771-2724

## **DISCLOSURE OF REAL PARTIES IN INTEREST**

The following constitutes a listing of names and addresses of all “real parties in interest” in the real estate, which is the subject of this application, including the names and addresses of all persons who hold a beneficial interest in the subject property, in accordance with Section 15.2-2289 of the Code of Virginia, 1950 as amended.

**NAME**

**ADDRESS**


**NOTE:** As used in this section, “real parties in interest”, shall include all sole or joint property owners; parties who have a legal interest in the protection of the property, such as a trustee or executor; parties who have an equitable or beneficial interest in the property such as beneficiaries of a trust; and, in the case of corporations, all stockholders, officers and directors. The requirement of listing names of stockholders, officers and directors, shall not apply to a corporate stock, which is traded on a national or local stock exchange and having more than 500 share holders.

**WITNESS** the following signature, this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Applicant: Name and Title (type or print)

\_\_\_\_\_  
(signature)

The above affidavit was subscribed and confirmed by the oath or affirmation before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

In the County of \_\_\_\_\_, in the State of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

My Commission expires: \_\_\_\_\_

**Seal of Notary**

## **Contact/Referral List**

### **Project Planners**

Chris Murphy: Zoning Division Senior Planner  
[cmurphy@leesburgva.gov](mailto:cmurphy@leesburgva.gov)  
(703) 771-2765

Wade Burkholder: Zoning Division Senior Planner  
[wburkholder@leesburgva.gov](mailto:wburkholder@leesburgva.gov)  
(703) 771-2765

### **Town Plan**

Nick Colonna: Comprehensive Planning Senior Planner  
[ncolonna@leesburgva.gov](mailto:ncolonna@leesburgva.gov)  
(703) 771-2766

### **Transportation Planning**

Jim Chandler: Transportation Planner  
[jchandler@leesburgva.gov](mailto:jchandler@leesburgva.gov)  
(703) 737-7920

### **Traffic Operations**

Calvin Grow: Leesburg Transportation Engineer  
Mike Bomgardner [cgrow@leesburgva.gov](mailto:cgrow@leesburgva.gov)  
(703) 771-2791

### **Engineering**

William Ackman: Leesburg Chief of Engineering  
[wackman@leesburgva.gov](mailto:wackman@leesburgva.gov)  
(703) 669-3161

### **Water/Sewer**

Aref Etemadi: Leesburg Deputy Director of Utilities  
[aetemadi@leesburgva.gov](mailto:aetemadi@leesburgva.gov)  
(703) 771-2754

### **Parks & Recreation**

Kaj Dentler: Leesburg Parks and Recreation  
Bill Ference [wference@leesburgva.gov](mailto:wference@leesburgva.gov)  
(703) 737-7140

### **Economic Development**

Betsy Fields: Leesburg Director of Economic Development & Tourism  
[bfields@leesburgva.gov](mailto:bfields@leesburgva.gov)  
(703) 771-2734

### **Crime Prevention**

Officer James Spurlock: Leesburg Police Department  
[jspurlock@leesburgva.gov](mailto:jspurlock@leesburgva.gov)  
(703) 771-4545

### **Historic Preservation**

Annie McDonald: Preservation Planner  
[amcdonald@leesburgva.gov](mailto:amcdonald@leesburgva.gov)  
(703) 771-2773

**Subdivision  
& Trees**

Lee Phillips:

Leesburg Chief of Current Planning  
[lphillips@leesburgva.gov](mailto:lphillips@leesburgva.gov)  
(703) 771-2765

Delane Parks:

Current Planning Senior Planner  
[dparks@leesburgva.gov](mailto:dparks@leesburgva.gov)  
(703) 771-2769

**Other  
Agencies**

Daniel Iglhaut:

Northern Virginia Regional Park Authority  
[dighlaut@nvrpa.org](mailto:dighlaut@nvrpa.org)  
(703) 359-4628

Maria Figueroa:

Loudoun County Fire & Rescue Services  
[MFIGUERO@loudoun.gov](mailto:MFIGUERO@loudoun.gov)  
(703) 777-0333

## Off-site Transportation Cost Data

Land Use	Development Unit	Average Daily Trips (ADT)	Cost per Unit of Development*
<b>Residential</b>			
Single-Family Detached	dwelling unit (d.u.)	10.1	\$2,218
Townhouse	dwelling unit (d.u.)	7.0	\$1,553
Multi-Family Attached	dwelling unit (d.u.)	6.0	\$1,331
<b>Retail</b>			
Shopping Center (0 – 50,000 s.f.)	1,000 s.f.	117.0	\$26,147
Shopping Center (50,001 – 99,000 s.f.)	1,000 s.f.	82.0	\$18,185
Shopping Center (99,001 – 199,000 s.f.)	1,000 s.f.	66.7	\$14,792
Shopping Center (> 199,001)	1,000 s.f.	50.6	\$11,221
Restaurant	1,000 s.f.	74.9	\$16,611
Supermarket	1,000 s.f.	125.5	\$27,831
Bank	1,000 s.f.	192.0	\$42,578
Health Club	1,000 s.f.	11.7	\$2,595
Hotel	room	10.5	\$2,329
Other	1,000 s.f.	45.5	\$10,091
<b>Institutional</b>			
Government	1,000 s.f.	68.93	\$15,286
Hospital	Bed	11.4	\$2,529
Library	1,000 s.f.	41.8	\$9,270
School (Nursery)	student	1.02	\$227
School (Elementary)	student	1.16	\$258
School (Middle)	student	1.39	\$309
School (High)	student	10.5	\$2,329
<b>General Office</b>			
Office (0 – 99,000 s.f.)	1,000 s.f.	17.7	\$3,926
Office (99,001 – 199,000 s.f.)	1,000 s.f.	14.3	\$3,171
Office (> 199,001 s.f.)	1,000 s.f.	10.9	\$2,414
<b>Industrial</b>			
Light	1,000 s.f.	5.46	\$1,212
Heavy	1,000 s.f.	1.5	\$333
Park	1,000 s.f.	7.0	\$1,553
Warehouse	1,000 s.f.	4.88	\$824
Airport	employee	20.0	\$4,436
Regional Park	acre	5.1	\$1,131

\* = Cost per Unit of Development last updated December 2004

*The Town of*  
**Leesburg,  
Virginia**

PRESENTED July 12, 2005

RESOLUTION NO. 2005-111

ADOPTED July 12, 2005

A RESOLUTION: APPROVING A PROFFER POLICY FOR SCHOOL CAPITAL COSTS

WHEREAS, the Section 15.2-2297.A of the Virginia State Code allows local zoning ordinances to include and provide for the voluntary proffering in writing, by the owner, of reasonable conditions to be applied to a proposed rezoning; and

WHEREAS, the Section 3.3.16 of the Zoning Ordinance of the Town of Leesburg provides for the voluntary proffering of such conditions to be applied to a proposed rezoning; and

WHEREAS, on February 15, 2005, the Loudoun County Board of Supervisors adopted by resolution new capital facility standards and capital intensity factor to assist the county in an equitable and uniform evaluation of developer proffers; and

WHEREAS, Loudoun County Public Schools has the following facility standards for schools—875 students per elementary school, 1,184 students per middle school, and 1,600 students per high school; and

WHEREAS, Loudoun County Public Schools has determined that on average each single-family detached dwelling unit generates 0.80 children, each single-family attached dwelling unit generates 0.42 children, and each multifamily dwelling unit generates 0.21 children; and

WHEREAS, the county's new capital intensity factor for school facilities, which was derived from facility standards and student-generation rates of Loudoun County Public Schools, is \$29,750 for single-family detached dwelling units, \$15,619 for single-family attached dwelling



A RESOLUTION: APPROVING A PROFFER POLICY FOR SCHOOL CAPITAL COSTS

units, and \$7,809 for multifamily dwelling units, with such factor applied to each dwelling unit approved in a rezoning above the number of units allowed under the existing zoning; and

WHEREAS, the Loudoun County Board of Supervisors, in a letter dated April 12, 2005, from Chairman Scott York to Mayor Umstattd, requested that the town consider adopting the county's proffer guideline, including the county's capital facility standards and capital intensity factor as uniform tools to negotiate with developers; and

WHEREAS, at a work session on June 13, 2005, Town Council received a staff report indicating that it would not be appropriate for the town to adopt the county's capital intensity factor for non-school-related costs without a study to determine if the factor accurately reflects the costs of those facilities within the town, but that it would be appropriate to adopt the county's capital intensity factor for school-related costs without further study.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia as follows:

SECTION I. The town shall establish a proffer guideline for school capital costs according to the following:

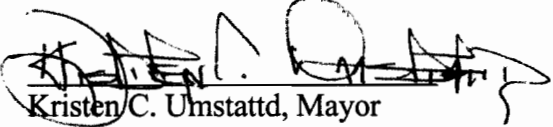
1. The town shall use the following guideline when evaluating proffers for school facilities for proposed rezonings, including amendments to previously approved rezonings:
  - a. For a single-family detached dwelling unit, the school capital intensity factor shall be \$29,750.
  - b. For a single-family attached dwelling unit, the school capital intensity factor shall be \$15,619.

A RESOLUTION: APPROVING A PROFFER POLICY FOR SCHOOL CAPITAL COSTS

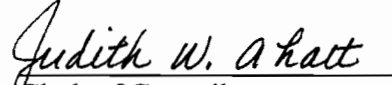
- c. For a multifamily dwelling unit, the school capital intensity factor shall be \$7,809.
2. The factor shall be applied to the difference between the number and type of dwelling units that could be built under the proposed zoning and the dwelling units that could be built under existing zoning. For a proposed amendment to a previously approved rezoning, the factor shall be applied to the additional dwelling units that could be built under the amendment.
3. Any proffer money collected shall be used to provide school-related capital facilities that will serve the Leesburg residents who will live in the new development resulting from the rezoning, as defined by the County's Leesburg Planning Sub-Area or the appropriate School Board School Cluster designation.

SECTION II. The Town Manager is authorized to establish accounting procedures to collect proffers in accordance with this capital intensity factor and to transfer those funds to Loudoun County Public Schools.

PASSED this 12<sup>th</sup> day of July 2005.

  
Kristen C. Umstattd, Mayor  
Town of Leesburg

ATTEST:

  
Clerk of Council



## Rezoning and Special Exception Pre-Application Conference Checklist

### Pre-Application Conferences – How to Schedule

Zoning Ordinance Section 3.3.4 requires a Pre-Application meeting for rezoning applications and Zoning Ordinance Section 3.4.3 requires a Pre-Application meeting for special exception applications prior to submission of an application for review. The Pre-Application meeting can be scheduled by calling (703) 771-2765 and asking for a Planner in the Zoning Division.

The Pre-Application Conference will be attended by representatives of the following Town Departments as needed based on the nature of the proposal:

- |   |   |
|---|---|
| <input type="checkbox"/> Current Planning | <input type="checkbox"/> Comprehensive Planning     |
| <input type="checkbox"/> Plan Review      | <input type="checkbox"/> Transportation Engineering |
| <input type="checkbox"/> Utilities        | <input type="checkbox"/> Parks and Recreation       |
| <input type="checkbox"/> Capital Projects |   |

### Pre-Application Conference Meeting

At the meeting, town staff will highlight areas where the application may need additional attention prior to submission and will also highlight the public hearing process the application will follow. The applicant and/or representative shall bring a draft concept plan to illustrate the proposed project and should be prepared to discuss the following topics:

- |  |  |
|--|--|
| <input type="checkbox"/> Town Plan Compliance        | <input type="checkbox"/> Zoning/Land Use Issues      |
| <input type="checkbox"/> Development Standards       | <input type="checkbox"/> Traffic Impact Study/Issues |
| <input type="checkbox"/> Landscaping                 | <input type="checkbox"/> Open Space Requirements     |
| <input type="checkbox"/> Parking Requirements        | <input type="checkbox"/> Building Design/Appearance  |
| <input type="checkbox"/> Utility Service             | <input type="checkbox"/> Storm Drainage              |
| <input type="checkbox"/> Pedestrian Access           | <input type="checkbox"/> Fees and Timelines          |
| <input type="checkbox"/> Neighborhood Impacts        | <input type="checkbox"/> Lighting                    |
| <input type="checkbox"/> Min. Submittal Requirements | <input type="checkbox"/> School Impacts              |
| <input type="checkbox"/> Affordable Housing          | <input type="checkbox"/> F.A.R. (Floor Area Ratio)   |
| <input type="checkbox"/> Other Issues                |  |

The purpose of the meeting is to discuss potential deficiencies in the application and to highlight major issues for the applicant to address prior to submitting a formal application for acceptance review. The process may need repeating if major flaws are found during the Pre-Application Meeting.

Please call the Department of Planning, Zoning & Development to schedule a Pre-Application Meeting at (703) 771-2765.





Department of Planning, Zoning and Development  
(703) 771-2765

## PRE-APPLICATION CONFERENCE AGENDA

Conference Date: \_\_\_\_\_ Conference Time: \_\_\_\_\_

Property Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Property Owner; if different: \_\_\_\_\_

Nature of the Request: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Land Use Map Category: \_\_\_\_\_

Board of Architectural Review required: ☐ Yes ☐ No

### Topics of Discussion:

- |                                |                                |
|--------------------------------|--------------------------------|
| a. Town Plan Compliance        | b. Zoning/Land Use Issues      |
| c. Development Standards       | d. Traffic Impact Study/Issues |
| e. Landscaping                 | f. Open Space Requirements     |
| g. Parking Requirements        | h. Building Design/Appearance  |
| i. Utility Service             | j. Storm Drainage              |
| k. Pedestrian Access           | l. Fees and Timelines          |
| m. Neighborhood Impacts        | n. Lighting                    |
| o. Min. Submittal Requirements | p. School Impacts              |
| q. Affordable Housing          | r. F.A.R. (Floor Area Ratio)   |
| s. Other Issues                |                                |

To ensure proper correspondence and record of attendance please sign in prior to leaving the meeting. Thank you.

## Fiscal Impact Analysis Guidelines For Rezoning Applications

### Purpose

The purpose of a Fiscal Impact Analysis is to:

1. Estimate the revenue that will be generated by the proposed project;
2. Estimate the cost to the Town of providing required services to the proposed project;
3. Compare the revenues generated with the cost of services; and
4. Determine whether the project, overall, will be fiscally positive or negative to the Town.

### General Philosophy

These guidelines are intended to provide insight into how the Town of Leesburg evaluates rezoning applications from a fiscal impact perspective. Other communities undoubtedly evaluate proposals differently and may request different information or that the same information be presented differently. If you have any questions about these guidelines, please do not hesitate to call Betsy Fields, Economic Development Director, at 703-771-2734 or [bfields@leesburgva.gov](mailto:bfields@leesburgva.gov), for clarification or guidance.

The fiscal impact of a proposed project is one of many criteria used to evaluate a rezoning application (See Zoning Ordinance, Section 3.3.6H). Of primary importance to the Town of Leesburg is the long-term benefit of a project to the overall quality of place the Town provides its residents. Reducing the tax burden on individual homeowners is just one way which a project may benefit the Town's quality of place. Providing opportunities for residents to work close to home, providing retail opportunities or services not currently available, and increasing the variety of housing options available are examples of other benefits that may be more difficult to quantify in terms of fiscal impact, yet should be addressed in the fiscal impact analysis. The analysis of costs to the Town is important as well.

Fiscal impact analyses frequently include a comparison of the proposed project under the requested rezoning with a hypothetical development under the existing zoning. However, for the Town of Leesburg's purposes, each application is evaluated on the merits of the proposed project alone. There is no reason to provide a fiscal impact analysis of any development scenario other than the one being proposed.

### Suggested Contents

The Fiscal Impact Analysis should contain the following, as applicable:

1. Overview of the proposed project.

2. Summary of the project's fiscal impact on the Town's General Fund, beginning with the year in which construction is expected to begin and ending one full year after project completion. The cumulative fiscal impact over this period of time is less important than the estimated annual fiscal impact in any given year during development and for each year after project completion.
3. A proposed development timeline, indicating number of residential units and square feet of commercial space to be delivered each year. Residential units and commercial space should be broken down into the following categories:
  - a. Residential
    - i. Single Family Detached
    - ii. Duplexes
    - iii. Single Family Attached (Townhomes)
    - iv. Multifamily, For Sale
    - v. Multifamily, For Rent
  - b. Commercial
    - i. Office
    - ii. Retail, Non-Restaurant
    - iii. Restaurant
    - iv. Hotel (include number of rooms, plus square footage of meeting space)
    - v. Flex/Warehouse
    - vi. Other
4. An estimate of the number of residents generated by the project, including the number of school age children.
5. An estimate of the number of jobs created by the project, broken down into the following categories:
  - a. Office
  - b. Retail
  - c. Restaurant
  - d. Other
6. A list of assumptions for all revenue estimates, in current year dollars. These assumptions may include, but are not limited to:
  - a. Average assessed value of residential units, by type.
  - b. Average assessed value per square foot of commercial space, by category.
  - c. Average assessed value of improved and unimproved land per acre, by use.
  - d. Average retail sales per square foot.
  - e. Average restaurant sales per square foot.
  - f. Average BPOL revenue per square foot of commercial space, by category.
  - g. Average tangible business personal property revenue per square foot of commercial space, by category.
  - h. Average annual in-town expenditures by household for restaurant meals, retail purchases and personal services.

- i. Average annual out-of-town, but in-county, expenditures by household for purchase of retail goods and personal services.
7. A list of assumptions for cost estimates of town services provided, in current year dollars. It is strongly recommended that these assumptions be stated in terms of dollars per household, for the cost of town services to residents, and dollars per establishment or per square foot, for the cost of town services to businesses.
8. The necessary citation of sources or other documentation to support the information and conclusions presented in the analysis.

The above list is not intended to be comprehensive or exhaustive. Additional information may be required to illustrate the total fiscal impact of the project to the Town. If you have any questions about these guidelines, or need more information, please contact Betsy Fields, Economic Development Director at 703-771-2734 or [bfields@leesburgva.gov](mailto:bfields@leesburgva.gov).